

**Diocese of Sacramento
JOB DESCRIPTION**

DEPARTMENT:	Office of the Bishop		
POSITION:	Executive Administrative Assistant		
CATEGORY:	Non-Exempt	Full-Time	35 hours

SUPERVISOR: Manager of the Bishop's Office

JOB SUMMARY:

This position provides secretarial and administrative support to the Bishop, Vicar General, Vicar for Clergy, Chancellor, Vice-Chancellor, and retired bishops. This position also provides assistance, back-up, and support to the other members of the Bishop's secretarial pool.

ESSENTIAL FUNCTIONS:

- Primary support person for Vicar for Clergy
- Maintain and update the Priests' Personnel Database using Access. Create extracts of information from database to include mailing labels, special reports, and spreadsheets using Microsoft products to members of the Pastoral Center and lay organizations.
- Provide clerical assistance to Vicar for Clergy
 - Track/monitor vetting process for Priest and Deacon applicants (Immigration, Fingerprinting)
 - Prepare/maintain/file Priest Personnel, Correspondence and Confidential Files
 - Prepare all appointment letters for priests and deacons
 - Prepare faculties booklets for priests and deacons
 - Prepare all retirement letters for priests and deacons
 - Track incardination process for priests and deacons
 - Prepare all PT Memos to advise Lay Personnel (Insurance), Finance and Priests Retirement Coordinator of new priests/priests leaving diocese/deaths/status changes
 - Prepare/distribute the Bishop's "Official Appointments" schedule to the Catholic Herald Magazine
 - Prepare "Bluebook" and distribute two to three times a year to select Staff members
 - Advise Legal office of change of address for Extern Priests
 - Prepare/distribute Parish Vacancy notices
 - Prepare Letters of Good Standing and Celebret ID's for priests and deacons
 - Review all priests' information on Diocesan Directory before publication
 - Prepare/retrieve confidential information for Diocesan attorneys
 - Work closely with Diocesan attorney regarding immigration issues and visa status of Extern priests/applicants
 - Track priests annual vacation requests
 - Track Parochial Vicar Evaluations
 - Track rectory inspections
 - Maintain Supply Priests Roster
 - Prepare paperwork of newly ordained transitional deacons and priests
 - Schedule and prepare orientation materials for new priests
 - Maintain priest database
 - Maintain mail for priests on leave of absence
 - Prepare monthly ordination anniversary reports of priests and deacons for news weekly
 - Keep Bishops Office form stack links on website up-to-date
 - Maintain priest and newsweekly email distribution group and keep up-to-date

- Prepare lunch arrangements and set up for presbyteral council
- Prepare documentation and certificates for newly ordained transitional deacons and priests
- Annual Jubilarian Dinner – Responsible for inviting jubilarians, presentation and gifts
- Annual NOVA Dinner and Chrism Day of Recollection, Dinner and Presentation
- Keep Ordination, Faculty, and Minor Order books up-to-date
- Coordinate and track elections for Presbyteral Council
- Order & set up for Deans' lunch
- Prepare appointment letters & rosters for Presbyteral Council & Deans
- Submit website changes for Presbyteral Council, PPB & Deans to Communications Department
- Priests Personnel Board
 - Schedule meetings / book conference rooms
 - Create agenda
 - Set up for meetings
 - Prepare priest survey and analyze results
 - Send reminders out to members of upcoming meetings
 - Maintain current rosters and track terms of board members
 - Maintain election process and create appointment letters for new members
- Greet and assist outside visitors as well as diocesan staff
- Provide back-up and support for incoming phone calls to Bishop's office
- Provide backup for other secretaries in the Bishop's office during vacation time and illness
- Translate documents as requested
- Perform other duties as requested

MINIMUM QUALIFICATIONS:

Education: 4 year college degree from accredited college or university

Experience: Two years of broad, varied and increasingly responsible clerical and secretarial experience.

Skills / Knowledge: Advanced proficiency in Microsoft Office products (including Access, Word, Excel, Publisher); fluent in Spanish; typing 55 WPM; excellent phone skills; exceptional organizational skills; working knowledge of modern office practices and equipment; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; knowledge and understanding of the Catholic Church in general and the Diocese of Sacramento in particular; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise. Able to work in a team-oriented environment, handle multiple assignments consecutively and prioritize workload. Ability to work independently with little supervision. Bilingual required.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE